



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

MANAGER, TREASURER-TAX COLLECTOR

Class No. 002169

■ CLASSIFICATION PURPOSE

Under administrative direction, to coordinate, direct and manage high volume accounting, ecommerce, cashiering, deferred compensation, central payment processing and property tax activities in the Department of the Treasurer-Tax Collector; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Manager, Treasurer-Tax Collector in an unclassified management class allocated only to the Department of the Treasurer-Tax Collector. Incumbents report directly to a Chief Deputy and have broad policy discretion in the divisions of the department. They oversee the billing, collection, recording, deposit and proper crediting of all cash or negotiable instruments received by the county for processing tax payments, administering deferred compensation plans and/or bond service management activities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs, plans and organizes work for the Special Functions, Financial, Payment Processing and Information, and Treasury Divisions.
2. Manages automated accounts receivable operations.
3. Coordinates implementation of policies and procedures.
4. Develops and implements customer service improvements.
5. Establishes performance standards.
6. Interprets and implements the Revenue and Taxation Code, State Government Code, Bankruptcy Code, Internal Revenue System, and other related rules and regulations required to operate the Department of the Treasurer-Tax Collector.
7. May act in the absence of the Chief Deputy.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General governmental accounting and bookkeeping principles and practices.
- Auditing principles and procedures.
- California Revenue and Taxation Code, State Government Code, California Streets and Highway Code, Property Tax Law, Civil and Bankruptcy Law, and IRS rules and regulations.
- Fundamental banking practices governing deposit receipt processing and recording operations, and banking concepts such as float, compensating balances, electronic fund transfer, safekeeping, demand deposit, and trustee relationships.
- Management principles and practices associated with high volume automated accounts receivable operations.
- Cash management principles and practices for a large organization.
- Real estate and personal property terminology and procedures.
- Data processing and computer terminology and procedures.
- Rules of evidence and court procedures.
- Personnel management principles and practices relating to training, evaluation and supervision.
- Bond service management procedures and practices.
- Deferred compensation principles, practices, and laws.
- The General Management System in principle and practice.
- E-commerce terminology and general practices.
- Escrow and Title practices of the Real Estate industry.
- County customer service objectives and strategies.

Skills and Abilities to:

- Organize and manage diversified property tax and uniform tourist tax billing and collection operations to meet deadlines and peak workloads.
- Plan, assign, coordinate, direct and supervise the work of subordinates performing professional, technical and clerical functions.
- Prepare clear and concise statistical and analytical reports.
- Maintain accurate financial records.
- Collect, analyze, develop and interpret financial and statistical information.
- Read, interpret and apply laws, rules and regulations relating to the operation of the Treasurer-Tax Collector's Office.
- Provide excellent and courteous customer service, and establish and maintain effective working relationships.
- Negotiate and manage contracts and agreements with banks, vendors, and service providers.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree in accounting, finance, business, public administration, or closely related field; AND, three (3) years of experience performing progressively responsible technical work in tax collection applying the California Revenue and Taxation Code or accounting and finance. At least two (2) years of this experience must have been at a supervisory-level, administering a tax collection or treasury operation of a multimillion-dollar business or agency; OR,
2. Six (6) years of experience performing progressively responsible technical work in tax collection applying the California Revenue and Taxation Code or accounting and finance. At least three (3) years of this experience must have been at a supervisory-level administering a tax collection or treasury operation of a multimillion-dollar business or agency.

Note: A CPA Certificate will be considered as meeting the education requirements. Possession of Certified Cash Manager Certificate from the National Certified Cash Management Association may substitute for one (1) year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Incumbents are subject to frequent hostility and anger from the public, which produces the continuous possibility of personal liability suits and actual physical danger.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

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Manager, Treasurer- Tax Collector (Class No. 002169)

Union Code: UM

Variable Entry: Y